

## MILPERSMAN 1131-020

### APPOINTMENT IN REGULAR NAVY OF RESERVE AND TEMPORARY OFFICERS

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<b>Responsible Office</b>	NAVPERSCOM (PERS-801G)	Phone:	DSN	882-3170/1
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<b>Governing Directive</b>	SECNAVINST 1210.5A
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#### 1. Policy

a. A board to consider Reserve officers on the Active Duty List, Training and Administration of the Reserves (TAR) officers, and temporary officers for transfer to the Regular Navy meets semi-annually.

b. For purpose of this article, transfer is defined as a change of status effected by an appointment of an officer into the Regular Navy.

c. Minimum service requirements establish initial application eligibility and are based on Year Group (YG) and/or officer community.

d. Chaplain Corps officers are not eligible to apply for permanent appointment in the Regular Navy by the semi-annual board. Chaplains may apply for transfer to the Regular Navy without board action (WOBA) only after selection and promotion to lieutenant commander (LCDR) or above by an active duty promotion board.

e. Reserve officers in Medical, Dental, and Judge Advocate General's (JAG) Corps who are selected for and promoted to commander (CDR) or above by an active duty promotion board, and who have completed at least **3 years** of active commissioned service prior to selection may apply for Regular Navy

appointment WOBA. (Application procedures are located in "Applications" section.)

f. All other Reserve officers on the Active Duty List selected for LCDR or above by an active duty promotion board, and who have completed at least **3 years** of active commissioned service can apply for Regular appointment WOBA (application procedures are located in "Applications" section).

g. Reserve officers, YG 97 and later, after completion of **4 years** active commissioned service, may submit an augmentation request to be reviewed by the semi-annual Transfer/Redesignation Board. Officers selected for LCDR will be nominated for promotion and augmentation concurrently. Officers will be required to augment concurrent with selection for promotion to LCDR. This regular appointment will be tendered at time of the qualifying promotion to LCDR.

h. Procedures for requesting transfer to the Regular Navy Without Board Action (WOBA) are contained in SECNAVINST 1210.5A. (Application procedures are located in "Applications" section.)

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## 2. Eligibility Requirements

a. Reserve officers are eligible for permanent appointment in the Regular Navy who

(1) are citizens of the United States.

(2) Are of such an age that their active commissioned service, including prior active commissioned service, shall equal not less than **20 years** upon attaining the age of **55 years**. Officers of Medical, Dental, Chaplain, and Nurse Corps; and Allied Science Officers of the Medical Service Corps must be able to complete **20 years** active commissioned service prior to attaining the age of **60 years**. Limited duty officers (LDOs) and chief warrant officers (CWOs) must be able to complete **20 years** total active service prior to attaining the age of **62 years**.

(3) meet the following minimum service requirements:

If they are . . .	then they . . .
officers in YG 97 and junior, regardless of minimum service requirement	must have completed <b>4 years</b> of active commissioned service (above grade of CWO-4).
officers in YG 96 and senior under 4-(or more) year agreements	must have completed <b>3 years</b> of active commissioned service (above grade of CWO-4).
officers in YG 96 and senior serving on active duty under 3-year agreements (with exception of JAG Corps officers in YG 78 and junior)	may request transfer to the Regular Navy after <b>2 years</b> of active commissioned service.
officers in JAG Corps YG 78 and junior (with exception of officers participating in the Law Education Program (LEP))	may request transfer to the Regular Navy under procedures set out below in "Reserve Officers of the JAG Corps" section.
officers in YG 96 and senior serving on active duty under 2-year agreements	may request transfer to the Regular Navy after 1 year of active commissioned service.
Medical and Dental Corps officers, regardless of YG, serving under agreements for sponsored education programs	must have completed educational obligations prior to applying for appointment in the Regular Navy.
LDOs and CWOs	must have completed <b>3 years</b> active commissioned service to be eligible for transfer to the Regular Navy.

All minimum active commissioned service requirements must be met no later than **30 days** after board convening date.

b. Applicants must meet following requirements:

(1) Be of good moral character.

(2) Meet physical standards appropriate to the grade as established by Chief, Bureau of Medicine and Surgery (BUMED). Minor defects which do not interfere with satisfactory performance of duty will not be considered disqualifying.

(3) Have completed warfare qualification, if applicable. Civil Engineer Corps (CEC) officers (5105) are not required to have a warfare pin.

(4) Health care practitioners of the Medical Department required to have an active state license, must be in compliance prior to augmentation.

(5) Chaplain Corps officers (4105) must have ecclesiastical endorsement specifically authorizing Regular status.

(6) Are serving in grades not above captain (Active List).

(7) There is no restriction on the grade of a Reserve officer not on the Active List.

(8) Have not failed of selection for promotion two or more times for any grade as of convening date of the board.

(9) Have not failed of selection for promotion to next higher grade from grade currently held as of convening date of the board.

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### 3. Applications

a. Officers must submit an application via their commanding officer (CO) to be received by Navy Personnel Command (NAVPERSCOM) (PERS-801G). All applications must be postmarked no later than **60 days** prior to convening date of the board. Applications received postmarked less than **60 days** prior to the board will be deferred until the next scheduled board.

b. Following is an example of a request for transfer to the Regular Navy. Applications for transfer Without Board Action (WOBA) are prepared the same as applications for transfer board action, with exception of the subject line. Subject line should read: **APPLICATION FOR TRANSFER TO THE REGULAR NAVY (WITHOUT BOARD ACTION)**.

From: LTJG First Middle Last, NC, USNR, 123-45-6789/2905  
To: Commander, Navy Personnel Command (PERS-801G),  
5720 Integrity Drive, Millington, TN 38011-8110  
Via: Commanding Officer, Naval Hospital

Subj: APPLICATION FOR TRANSFER TO THE REGULAR NAVY

Ref: (a) MILPERSMAN 1131-020

1. I respectfully request consideration for transfer to Regular Navy in accordance with reference (a). The following information is provided:

- a. Designator requested: 2900
- b. Date and place of birth: Day/Month/Year, City/State
- c. Inclusive dates of all prior active service: (if applicable) Day/Month/Year, Navy (Enlisted)
- d. Arrival date at current duty station: Day/Month/Year
- e. Source of commissioning: (e.g., United States Naval Academy (USNA), Naval Reserve Officers Training Corps (NROTC), Aviation Officer Candidate School (AOCS), Naval Aviation Cadet (NAVCAD), Medical Enlisted Commissioning Program (MECP), Officer Candidate School (OCS), Direct)
- f. Type of agreement serving under: (i.e., 4-year, 3-year, etc.)
- g. Field of study and degree awarded: Bachelor of Science Degree in XXXX
- h. Date of original commissioning: Day/Month/Year
- i. Date of rank: Day/Month/Year

j. Failed of selection (FOS): \_\_\_\_Once \_\_\_\_Twice \_\_\_\_More  
than twice \_\_\_\_Indicate FOS paygrade

k. Date and type of security clearance granted: (if  
required)

l. Citizenship: U.S. (If naturalized, submit  
naturalization certificate number, date, and place of  
naturalization.)

m. Date of end of obligated service in parent community:  
Day/Month/Year

n. If a naval (pilot) or naval flight officer (NFO), date  
reported to first permanent duty station following completion of  
flight training.

o. Verification of warfare qualification, if applicable.  
(Indicate date and title of qualifying officer or reasons for  
non-qualification; aviation officers need only indicate date  
designated a pilot or NFO.)

p. If you are a Civil Engineer Corps officer, provide  
status of registration as a Professional Engineer/Registered  
Architect/Engineer-in-Training.

q. Provide acquisition certification, if applicable.

r. Health care practitioners are required to have an active  
state license and must provide a copy of their current license  
to practice.

s. Any additional information which applicant feels should  
be brought to the attention of the selection board. Request for  
waiver of any of the eligibility requirements specified in this  
article shall be thoroughly substantiated.

MEMBER'S SIGNATURE

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#### 4. Reserve Officers of the JAG Corps

a. Reserve officers of the JAG Corps in YG 78 and junior may be considered for transfer to Regular Navy under the following conditions:

(1) JAG Corps officers, other than those participating in LEP, may be considered for Regular Navy transfer only if they have been selected for extension on active duty under the Targeted Augmentation Program (TAP).

(2) Officers may apply for TAP after they have served at least **2 years**, but less than **3 years**, of active duty following commencement of their Naval Justice School Class, and may be considered for TAP no more than two times. TAP boards convened by NAVPERSCOM will meet in March and September of each year. Applications for TAP must be sent to JAG (Code 61) not later than **15 January and 15 July** immediately preceding convening of TAP boards. Upon written request with command endorsement, first-time applicants not selected for TAP will be considered by the next board if still eligible for selection.

(3) Officers selected for TAP will sign statements of understanding which will acknowledge their extension on active duty until eligible to be considered for transfer to the Regular Navy. Executed statements of understanding will be kept in the Office of the JAG (Code 61).

(4) Each officer may apply for transfer only once. Eligibility to apply for transfer will normally occur after completion of **4 to 5 years** of continuous active duty following commencement of their Naval Justice School class. A list of those officers eligible to apply for transfer will be published by JAG 6 months prior to the scheduled Transfer/Redesignation Board. When applying for transfer, forward your application to NAVPERSCOM (PERS-801G).

b. Officers in the LEP who are not Regular commissioned officers at the time they are redesignated as Judge Advocates will be transferred from Naval Reserve into the Regular Navy without board action upon successful completion of participation in LEP per SECNAVINST 1210.5A. (NAVPERSCOM (PERS-4) will initiate paperwork for Regular appointment.)

5. **Officers Recalled to Active Duty.** Officers recalled to active duty, including TAR and Selected Reserve may not request transfer to the Regular Navy until they have completed at least 12 months of active duty (excluding duty under instruction) from date of recall.

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6. **Commanding Officer's Responsibility.** Upon receiving applications from active duty officers, CO shall follow these steps:

Step	Action
1	Direct a review of applicant's health record by competent medical authority.
2	Based on this review, state in the forwarding endorsement whether the officer is physically qualified.
3	Include a statement identifying overweight applicants and indicating their height and weight
4	If the officer is serving on limited duty or is considered in any other way physically unfit for unrestricted duty, CO shall send request, together with supporting medical information, via Chief, BUMED (MED-252).
5	Discuss in the endorsement the motivation and potential of applicant. Please provide a specific recommendation concerning the request to include reasons for non attainment of warfare qualification (if applicable).
6	If the officer is a naval aviator, CO shall include in the endorsement a general evaluation of applicant's aeronautical ability and potential including, but not limited to, total number of flight hours, type of instrument rating held, accidents, incidents, or flight violations which CO might consider to be of interest to the selection board, deployments with dates, plane commander or mission commander qualifications, and number of carrier landings.

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7. **Appointment Process**. Appointments shall be made under SECNAVINST 1210.5A.

a. Authority for COs to deliver Regular Navy Appointments will be issued via a NAVADMIN (Regular Navy Appointments) message as vacancies occur within each competitive category and as Regular end strength permits. The appointment may not be tendered until the officer concerned has been determined to be physically qualified for appointment by competent medical authority at local command level.

b. Such determination shall be based upon review of the health record and a physical examination conducted within the preceding 12 months. If the local command cannot determine the officer to be physically qualified for appointment, appointment shall be held in abeyance pending further instructions from NAVPERSCOM (PERS-801G). A physical examination shall be conducted and forwarded to NAVPERSCOM (PERS-801G) for referral to Chief, BUMED (MED-252).

c. All Reserve officers (O-1 through O-6) recommended for permanent Regular appointments will be appointed following confirmation by Senate of the United States (to be published by NAVADMIN).

d. Before appointment, CO will ensure all Chaplain Corps (4100) officers appointed in the Regular Navy possess an ecclesiastical endorsement specifically authorizing Regular status. If the officer does not possess a copy of such endorsement, verification may be made by Chief of Chaplains (Chief of Naval Operations (N1G)).

e. Resignations of officers appointed under this article will not be accepted for a period of **2 years** subsequent to acceptance of appointment in the Regular Navy. If an officer should fail of selection for promotion following an appointment under this article, the 2-year obligation may be waived.

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8. **Temporary LDOs**. Temporary LDOs applying for permanent appointment as an LDO must meet eligibility criteria in this article and in MILPERSMAN 1426-010.

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